STATE OF GEORGIA	Application for RECORDS DISPOSITION STANDARD	OFFICE OF SECRETARY OF STATE DEPARTMENT OF ARCHIVES & HISTORY RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	**FOR RECORDS MANAGEMENT DIVISION USE**
2. Agency Application No.		Date Received: *2-1-73* Application No. *73-98* Date Completed: FEB 27 1973

3. AGENCY, Division, Subdivision & Administering Office Address Office of the Governor Research Section State Capitol Atlanta, Georgia	4. Person to Contact John Martin 5. Working Title: Research Assistant 6. Tel. No. 656-1735

7. ACTION REQUESTED

[X] ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.

[ ] DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series	9. Exact Series Title
1971–Present	Research Reports Files

10. What is the function of the office in which this record series is created

The Research Section of the Office of the Governor provides information and research services for all executive offices.

Activities which facilitate this mission are 1) maintenance of resource and reference materials to streamline response to reference requests 2) preparation of reports on requested topics of all types (such as status of programs/services, programs in other states or federal government, evaluations of existing services, political research).

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

The series contains documents relating to research information requested by various executive offices.

The file includes but is not limited to reports of status of programs/services of state agencies and other bodies, studies of need for programs/ services, comparisons of probrams/services with those of the federal government and other states, political intelligence data, and related papers.

The series is arranged chronologically.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers			ANNUAL RATE OF ACCUMULATION		
Legal-size File Drawers	.5	1	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's / Last Year's / Preceding Year's / All Prior Year's	
			AVERAGE DAILY REFERENCES	frequent	

Form: AR-50-71 (Rev. 72)

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES	NO
13. Is this the Record Copy of the series?	[X]	[ ]
14. Is there a duplication of this series in another office or agency? copies of individual items are kept by the office that requested them.	[X]	[ ]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	[ ]	[X]
16. Does the series contain classified information requiring security handling? There are some confidential materials in this series.	[X]	[ ]
17. Does the series initiate, amend or terminate agency policies and procedures? Indirectly. Recommendations made on the basis of these reports.	[X]	[ ]
18. Could the function be performed if the files were lost or destroyed? New studies could be prepared or old ones reconstituted from action office copies.	[X]	[ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ]	[X]
20. Does the record series provide data as input to an EDP file?	[ ]	[X]
21. Does the record series contain documentation produced as EDP printout?	[ ]	[X]
22. Has the Federal Government issued instructions governing retention/disposition of these files?	[ ]	[X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? historical value	[X]	[ ]

24. REQUIREMENTS. The following requires the files to be kept __indefinite__ years:

a. [ ] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [ ] FEDERAL LAW e. [ ] ADMINISTRATIVE DECISION f. [x] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

These reports will give insight into executive decisions of all types as this office is responsible for collecting and collating decision-making data.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
-[X] CALENDAR YEAR   -[ ] FISCAL YEAR   -[ ] Other   then:

[ ] Hold in the current files area _____ month(s)/_____ year(s):
[ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold _____ year(s):
[ ] Destroy.
[ ] Transfer to State Archives for permanent retention.
[ ] Destroy immediately after cut-off.
[X] Other: (Specify) Cut off at the end of each calendar year; make an office reference copy of the series; retire record copy to State Archives immediately after cut-off; hold reference copy in the Current Files Area until end of term of Governor, then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series _John Martin_			Records Management Officer 1/2/73	Date
26. Recommendations		[ ] Approved [ ] Disapproved	Head of Agency/Designee _Jimmy Carter_	Date
in Paragraph	State	[✓] Approved [ ] Disapproved	Department of Audits/Designee _William M. Nylon_	Date 7-9-73
25 are:	Records	[✓] Approved [ ] Disapproved	Secretary of State/Designee _Carmee Hat_	Date 2-6-73
	Committee	[✓] Approved [ ] Disapproved	Department of Law/Designee	Date 2-26-73